



Pamela Dugan, State Director

147 Possum Trot Lane, Paynes Ford Road Kearneysville, WV 25430





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2016 AmeriCorps Summer Associate VISTA






Request for Proposal Site Application is due March 10, 2016 to pdugan@frontiernet.net

[West Virginia's Promise-The Alliance for Youth](#) program is offering you the opportunity to apply to gain a Summer Associate VISTA (**SAV**) resource(s). To expand the VISTA Project each year an Administration Fee of **(\$500) per SAV resource** will be expected to be paid by each Host Site along with a signed Memorandum of Understanding. The Summer Associate program allows for organizations to supplement their anti-poverty activities with an infusion of **"hands-on volunteers"** during the summer months. Unlike year-round VISTAs, SAVs **can perform direct service activities**. SAVS may also serve as mentors and coordinators. The summer program is a prime opportunity to introduce individuals, particularly college-age students, to national service with the hope it will lead to their participation in full-time programs later on.

SAV Benefits:

-  A Living Allowance to cover necessities during service (estimated average \$973 month before taxes)
-  A \$1,222.22 Segal AmeriCorps Education Award **or** Summer End of Service Cash Stipend
-  **Required** On Site Orientation & Training: Conference call/webinar Pre-Service Orientation is the first day of service, candidates that fail to participate in SA PSO will forfeit their positions.
-  Access to the AmeriCorps VISTA Alumni network

SAV Criteria:

-  SA must be at least 18 years of age at the time of placement
-  SA may have outside employment during the project period (cannot exceed 20 hours per week)
-  SA must not be listed on the National Sex Offenders Public Registry
-  SA members must be able to commit and serve on a full-time basis for 8 or 10 weeks, a minimum of 35 hours per week, SA do not receive any person/medical days off
-  SA **can do** DIRECT SERVICE!

SAV Mandatory Online Coursework:

Prior to starting, Site Supervisor directs their candidates to the [VISTA Campus](#), "Starting VISTA" section. There candidates select "Serving For Summer Only". They are required to complete ["Terms, Conditions, and Benefits of AmeriCorps VISTA Service"](#) online course, and they are encouraged to take the "Education Award" course to learn more about the Segal AmeriCorps [Education Award](#) and strategies on how to use it. **SA will send email** to pdugan@frontiernet.net to verify completion of training.

The Summer Associate program offers individuals the opportunity to participate for 10 weeks (70 days) *projected start dates may be May 2, May 16, May 31, June 13* or 8 weeks (56 days). The last projected day Summer Associates may be placed is June 13, 2016. SAV candidate applications must be submitted by April 1, 2016 to **West Virginia's Promise-The Alliance for Youth SUMMER** at <https://my.americorps.gov/mp/recruit/registration.do>

Summer efforts should result in:

- A credible effort to help people escape poverty, not simply make poverty more tolerable
- Outcomes that increase the project's actual impact on those being served through Educational Programming to prevent summer learning loss for students; STEM, Reading, Arts, Healthy Futures, Gardening, etc. and or Summer Feeding Sites: Programming to add or support meal sites that serve both youth and elders (intergenerational congregate meal sites), including USDA Summer Food Service Programs and senior meal programs. **SA's cannot serve as cooks.**
- Serving to deliver the [Five Promises](#)



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Submit a letter of support/commitment from your agency's board of directors indicating

1. Support for the SAV position, understanding of \$500 Admin Fee per SA & understanding of the SAV role,
2. The organization's commitment to assuring a successful SAV placement,
3. Support for working toward the goals, objectives and end outcomes of the proposed project.
4. A list of board members and/or advisory council members
5. Assurance of safety statement
6. 5013c document

Summer Associate Projects should focus primarily on the following areas below.

The SAVs will report on the Area(s) you select.

Initiative Area: Identify which initiative area your Summer Associates Program will focus on and the number of members serving on that initiative. Your SA will be required to serve towards fulfilling the Five Promises .	Requested Number of SAVs?
Education: Programming to <u>prevent summer learning loss</u> for students; STEM, Reading, Arts, Healthy Futures, Gardening, etc.	
Summer Feeding Sites: Programming to add or support meal sites that serve both youth and elders (intergenerational congregate meal sites), including <u>USDA Summer Food Service Programs</u> and senior meal programs. SA's cannot serve as cooks.	

General Information

Name of Organization:	
Which best describes your organization: Federal, State, Municipal, School, County, Non-Profit, Tribal, Other	
Name of Supervisor:	
Full Address, (PO or box #, city, state, zip & 4 digit zip):	
County:	
Telephone:	
Supervisor Email:	
Board President Name, Phone & Email:	
Board Treasurer Name, Phone & Email:	
Number of Summer Associates Requested:	
FEIN Number & DUNS Number:	
Please select the projected Length & Proposed Start/End Dates of when you would like for your member(s) to serve and the number of member for each selected: 8 weeks -56 days-start/end dates: May 2-June 26 May 16-July 10 May 31-July 25 June 13-August 7 10 weeks -70 days-start/end dates: May 2-July 10 May 16-July 24 May 31-August 8	<i>Example:</i> 8 weeks-May 2-June 26 = 2 members 10 weeks-May 16-July 24 = 3 members



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June 13-August 21	
Proposed Summer Associate Start Date (Choose One or no more than two):	5-02-2016 = # of members requested- 5-16-2016 = # of members requested- 5-31-2016 = # of members requested- 6-13-2016 = # of members requested-
<u>Hand Written Reports are not acceptable.</u> Will your SAV(s) have access to a computer and email to complete all required reports in word? As you are completing this application! Please type a statement of assurance.	

Narrative: The eight sections below will expand depending on the length of your response. Please be thorough, yet concise, keeping in mind that quality is more important than quantity.

1. State the poverty-related problem or challenge to be addressed and the Education Area your project will address.

2. Describe how community partners will contribute to the project's success and who will be those partners.

3. Describe the Summer project activities, including the expected outputs and outcomes of this initiative.

4. Describe your plans for recruiting high quality Summer Associate VISTA members.

5. Outline the agenda items of mini-pre-service orientation/on-site orientation to be provided by your organization in the first 1-3 days of service.

6. Indicate how supervision and service-related travel will be provided (include anticipated supervision costs and explain the calculation of those costs below).

7. Describe your plans for a **required** end-of-summer assessment/recognition event to be conducted (include anticipated costs and explain the calculation of those costs below).

Please describe either:

8a. How project activities will be continued upon conclusion of the Summer Associate program and/or how these activities will have supported the goals of Promise year-round VISTA project:

8b. Or if the SA program is to be an independent short-term project, describe the anticipated End Outcomes and Impact as a result of the Summer Associate program. Please describe how this impact will assist the year-round Promise VISTA project to accomplish its objectives.



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VAD (VISTA Assignment Description) is a detailed description of the activities assigned to the VISTA member. Describe what activities in detail your VISTA member will do to accomplish the goals. (This will be added in the Steps section) *Page 4-5 is a copy of the Volunteer Description Assignment (VAD). The red print cannot be changed. Please **add Steps** to fulfilling each Milestone that fit your organization. Your VISTA member does not have to serve towards both of the goals in red; you may select one or both that fit your needs.*

Volunteer Assignment Description

Please insert VAD Title: Include the word "SA VISTA", describe VISTA role (SA VISTA Outreach Coordinator, SA VISTA STEM Coordinator, SA VISTA Educator, SA VISTA Volunteer Manager, SA VISTA Volunteer Recruiter, SA VISTA 4-H Leader)

VAD Title:			
VISTA Project: West Virginia's Promise		VISTA Member Name:	
Site Name:	Assignment Area: Prevent Summer Learning Loss and or Summer Feed Program	Date:	
VISTA Member Activities and Steps Checklist			Planned Period of Work
Goal Statement 1: West Virginia's Promise-The Alliance for youth VISTAs will focus on developing/promoting the Five Promises by increasing the capacity building services and moving people out of poverty through community volunteers recruited, trained, and delivering and implementing the Five Promises to at-risk and low income children and youth in programs such as educational outreach programs, events and initiatives.			
Milestone 1: Increase, enhance, expand or develop programs to provide four of the 5 Promises. Indicator: How many programs are providing four of the five Promises? Step 1: Step 2:			
Milestone 1 Summary of Activities/Progress/Accomplishments/Results:			Milestone 1 Completed (date): _____
Milestone 2: Provide four of the five Promises to 50 new children and youth. Indicator: Number of new beneficiaries (children & youth) receiving 4 or the 5 Promises? Step 1: Step 2:			
Milestone 2 Summary of Activities/Progress/Accomplishments/Results:			Milestone 2 Completed (date): _____
Milestone 3: Recruit community volunteers. Indicator: Number of community volunteers recruited? Indicator: How many hours of service are contributed by community volunteers? Step 1: Step 2:			
Milestone 3 Summary of Activities/Progress/Accomplishments/Results:			Milestone 3 Completed (date): _____



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	(date): _____
Goal Statement 2: VISTA members will increase funding through grants, cash and in-kind resources to move people out of poverty by supporting development and expansion of programs delivering the Five Promises to more at-risk and low-income children/youth.	
Milestone 1: VISTA members will develop \$1,000 of cash resources; grants, fundraisers, etc. to sustain and develop programs. Indicator: Dollar value of cash resource developed by member? Step 1: Step 2:	
Milestone 1 Summary of Activities/Progress/Accomplishments/Results:	Milestone 1 Completed (date): _____
Milestone 2: VISTA members will develop \$1,000 of in-kind donations to sustain and develop programs. Indicator: Dollar value of in-kind donations received Step 1: Step 2:	
Milestone 2 Summary of Activities/Progress/Accomplishments/Results:	Milestone 2 Completed (date): _____
Milestone 3: VISTA members will track and report on the results of funds gained. Indicator: Number of programs, events, items developed by funding resources? Step 1: Step 2:	
Milestone 1 Summary of Activities/Progress/Accomplishments/Results:	Milestone 1 Completed (date): _____



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Summer Associate Information & Benefits

AmeriCorps VISTA

The mission of AmeriCorps VISTA (Volunteers in Service to America) has not changed since mandated by Congress in 1964, “*AmeriCorps VISTA builds permanent infrastructure in non-profit organizations to help them more effectively bring individuals and communities out of poverty.*” For over 40 years members have actively served in low-income areas by mobilizing people, businesses and organizations with the goal of creating sustainable healthy communities. AmeriCorps VISTAs members leverage human, financial, and material resources to increase the capacity of thousands of low-income areas across the country to address challenges and improve their lives and communities.

Summer Associate Program Service

The AmeriCorps VISTA Summer Associate program is a short-term service opportunity. The Summer Associate program enhances an existing AmeriCorps VISTA project by providing individuals that will participate for 8 to 10 weeks, (alongside year-round AmeriCorps VISTAs), in an intensive level of summer service. During service, Summer Associates are available to the community on a full-time basis. This means that a Summer Associate should be available as deemed necessary by the sponsoring agency, for the project, without regard to standard working hours. As a Summer Associate, your contributions will have an actual and credible impact on those being served. The Project Supervisor will provide Summer Associates with a VAD which will detail the specific project and contribution.

Training

Training plans for the Summer Associates must be specific to the assignment(s), including any skill training that is needed. All Summer Associates must attend a sponsor-organized pre-service orientation prior to beginning service. The sponsor should hold a one-to-two-day “PSO” at or near the Summer Associates’ project site. When appropriate, training should reflect collaboration with other Corporation programs involved in the same or similar activities. Sponsors should also hold an end-of-summer assessment/recognition event for Associates. Appendix 9B is a handout specifically for Summer Associates, much like the member handbook for full-time VISTAs.

Reporting

Summer Associates/Sites will report on the results of their Summer Associate project when they submit the Project Progress Report to Pam Dugan.

Benefits and Support

Associates receive: A living allowance for the time served, which is the equal rate to the amount received by full-year members serving in the same area. And a \$1,222.22 Eli Segal AmeriCorps Education Award from the National Service Trust OR a summer stipend. The summer stipend is calculated based on the number of days a Summer Associate is scheduled to serve at the sponsoring organization, multiplied by the daily accrual rate. Each Summer Associate completes the VISTA Summer.

Associates **do not** receive:

- Health care
- Life insurance
- Child care allowances
- Relocation allowances

Segal AmeriCorps Education Award

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AmeriCorps VISTA Summer Associates are eligible to receive a \$1,213 Segal AmeriCorps Education Award. The non-transferable award may be used at a qualifying educational institution (Title IV schools) or used to repay federal government backed student loans. This award counts as one of two education awards, that by law, a person can receive for AmeriCorps service in a lifetime. For more information, www.nationalservice.gov/vista.

Subsistence/Living Allowance

The Corporation for National and Community Services provides a living allowance to cover the cost of food, housing, and other basic necessities during service. The allowance is low because a Summer Associate is expected to live at approximately the same economic level as the people in which they serve. Summer Associates receive the living allowance every two weeks. While federal taxes are deducted from this allowance, state and social security (FICA) taxes are not deducted and become the responsibility of the Summer Associate. The allowance is deposited directly into the Summer Associate's bank account.

Earned Income Credit

Earned Income Credit (EIC) is an amount that Associates may be able to have withheld from federal taxes taken from their living allowance. Eligibility is determined by the Internal Revenue Service (IRS). Refer to www.irs.gov for more information.

Income Disregard/Exclusion

The living allowance of Summer Associates cannot be used in calculating benefits for public assistance programs if the Associate was eligible for and/or receiving benefits prior to joining AmeriCorps VISTA.

Delinquent Federal Debt

The U.S. Treasury Department collects delinquent debt owed through The Treasury Offset Program. This program automatically reduces amounts of federal payments, including the subsistence/living allowance and travel reimbursements, made to individuals who have delinquent federal debt. The reduced payment offsets the debt. For more information, visit www.fms.treas.gov.

Other Allowances

Summer Associates do not receive childcare support, relocation allowances, health benefits, or life insurance.

Leave

Due to the short-term nature of this opportunity, there is no paid annual or sick leave.

Emergency Leave

When an emergency or illness prevents a Summer Associate from serving, sponsors and CNCS staff may assist the Summer Associate in meeting the required number of service days. CNCS staff must balance associate support against project support, avoiding excessive leave while supporting the associate through an emergency or illness. The parameters within which sponsors and CNCS staff may support Summer Associates in fulfilling their summer obligations are:

- Summer Associates must report all absences from scheduled service days to their site supervisor. The site supervisor will report the absence to the overall project supervisor. Unreported absence may be cause for early termination.
- Supervisors may arrange for limited (1-2 days) absences that will be made up by serving extra hours or extra days.
 - ✓ Supervisors should prioritize the completion of make-up hours.
 - ✓ Make-up days cannot extend past the last day of the Summer Associate's service term.



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- Supervisors must report to the CNCS State Office a Summer Associate's absence beyond two days, and/or requests for absences that will not be made up.
 - ✓ CNCS State Office staff may allow up to five additional days of emergency leave for a death or critical illness in the immediate family.

Worker's Compensation

Associates are eligible for Worker's Compensation under the Federal Employee Compensation and Federal Tort Claims Acts.

Income Disregard

The Income Disregard provisions apply to any Associate who receives government benefits.

Prohibitions and Limitations of Service

Full and Part-Time Employment is Prohibited

Summer Associate service requires a full immersion in the project and community.

Religious and Political Activities

Summer Associates may not use the AmeriCorps VISTA title or authority while participating, influencing, or attending a political activity. An AmeriCorps VISTA may not participate in political activities where she/he could be identified or apparently identified as an AmeriCorps VISTA member.

Summer Associates may not give religious instruction, conduct worship services, or engage in any other religious activity as part of their AmeriCorps VISTA duties that would be perceived as part of their duties by members of the community in which they serve.

Other Compensation

AmeriCorps VISTA Summer Associates and project sponsors are prohibited from requesting or receiving any compensation for the services of members.

Termination

Only the Corporation State Office can terminate or suspend a Summer Associate. Supervisors can request an associate be removed from their project. There are different types of termination.

Early Termination for Cause

Service can be terminated for a variety of reasons to include: conviction of a criminal offense, failure or refusal to perform prescribed project duties, and involvement in activities that substantially interfere with the performance of project duties.

Medical Termination

If a Summer Associate is unable to resume project duties because of a medical condition, or if it reasonably appears that they are not able to resume project duties, they are subject to medical termination. The Associate will be given the opportunity to resign from service in lieu of termination.

Absent Without Leave

A Summer Associate absent without leave will be placed on Administrative Hold without pay by the CSO. The Summer Associate is given five day to reply, except when the Associate's End-of Service date is less than five days. In this circumstance, the CSO contacts the Area Manager. Administrative Hold procedures applicable to AmeriCorps



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VISTA members are applicable to Summer Associates. See [Chapter 26: Termination of a VISTA and Deselection of a Candidate](#).

[Injuries While Performing Service](#)

In the event that a Summer Associate is injured while performing AmeriCorps VISTA duties, they should;

- Notify the state office and sponsoring agency immediately
- Obtain the CA-1 (Notice of Traumatic Injury) or CA-2 (Notice of Occupational Disease or Illness) from the state office and complete the form
- Return the form to the state office
- Use your personal health plan for immediate care

[For More Information](#)

The [AmeriCorps VISTA website](#) offers a wealth of information and contacts to support Summer Associates before, during, and after your service.

For a comprehensive source of information about all Corporation for National and Community Service programs visit www.nationalservice.org.

For information specific to a project or state, contact the Corporation State Office (contact information can be found on the AmeriCorps VISTA website).